



Meeting APPC17/3
Confirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 15 November 2017

PRESENT:	Dr N. Andrew, Professor I. Cameron, Dr D. Chalmers, Professor R. Clougherty, Mr K.Campbell, Ms J. Fisher, Professor T. Hilton, Ms C. Hulsen, Mr S. Lopez, Ms J. Main, Dr N. McLarnon, Ms Y. Ogedengbe, Dr S. Rate, Mr R. Ruthven, Professor B. Steves, Mr I. Stewart, Professor V. Webster (Chair), Professor R. Whittaker, Mrs M. Wright	
APOLOGIES:	Professor A. Britton, Mr V. McKay, Professor A. Morgan	
BY INVITATION:	Ms H. Brown, Ms D.Donnet (Governance)	
IN ATTENDANCE:	Mr P. Woods (Secretary)	
MINUTES		
017.051	Considered	Unconfirmed minutes of the meeting held on 13 September 2017 (APPC17/16/01).
017.052	Resolved	That the minutes be approved subject to minor textual changes (Action: Committee Secretary).
MATTERS ARISING		
Corporate Parenting Strategy (arising on 017.022)		
017.053	Reported	By the Chair that the Corporate Parenting Strategy had been approved by Senate.
GBV policy and action plan(arising on 017.026)		
017.054	Reported	By the Chair that the GBV policy and action plan had been approved and commended by Senate.
Academic Development Framework (arising on 017.034)		
017.055	Reported	By the Chair that the Academic Development Framework had been approved by Senate.
APPC Annual Report 2016-17 approved by Senate(arising on 017.037)		
017.056	Reported	By the Chair that the APPC Annual Report 2016-17 had been approved by Senate and the Chair of Senate had remarked on the programme of work being undertaken by APPC. The Chair thanked members were for their contribution.

Revised Composition, Membership and Terms of Reference (arising on 017.041)		
017.057	Reported	By the Chair that Revised Composition, Membership and Terms of Reference had been approved by Senate.
QUALITY ENHANCEMENT AND ASSURANCE HANDBOOK: GRADUATE/DEGREE APPRENTICESHIPS		
017.057	Considered	An amendment to the Quality Enhancement and Assurance Handbook Section 4 -Programme Approval: 4.4 Principles for the Design, Development and Delivery of a GCU Graduate/Degree Apprenticeship (GA/DA) (APPC17/17/01)
017.058	Reported	By Professor Andrew that the key principles were now built into the Handbook based on the consultation paper presented to APPC by the Academic Head of SWBE and the subsequent amendments made by APPC.
017.059	Discussion	<p>One member noted that the references to student contact defined minimum face to face contact but not any other types of engagement. Members agreed that there should be clarification to refer to all forms of student contact, including online, and an overarching statement regarding student engagement.</p> <p>Another member stated that there had been good consultation between stakeholders in the development of these principles.</p>
017.060	Resolved	The amendment be approved subject to the specified clarification on student engagement and the insertion of overarching statement on engagement (Action: Head of Academic Quality/AQD).
REPORT ON ASSESSMENT BOARDS 2016-17		
017.061	Considered	A report on non-quorate Assessment Boards in 2016-17 (APPC17/19/01) and oral report from the Academic Registrar on issues arising from 2016-17 Assessment Boards.
017.062	Reported	By Mr Lopez that it was the third year of reporting on Assessment Board quoracy and whilst there had been drop in non-quorate boards each year the rate of improvement was slowing. The rigour with which decisions were being recorded was also a matter for consideration as it had been noted that the practice of minuting was inconsistent across the University.
017.063	Discussion	<p>The composition and membership of Boards was considered. Members from the School of Health and Life Sciences were confident that the compositions of their Boards were now accurate but members from other Schools believed there was still some work to be done in order to be reassured that the memberships were correct. Some members also thought there may be complications with multiple memberships of Boards i.e. where staff are members of multiple boards.</p> <p>The Chair felt that the practice of having single boards dealing with multiple programmes was too compressed and as a result may be preventing full discussion. The aim should be for Schools to review these multiple boards and separate out as required.</p> <p>Members agreed there was a need to reinforce the message to staff that attendance and preparation for Assessment Boards were a core part of</p>

		<p>their job role.</p> <p>It was suggested that other HEIs adopted differing practices whereby the majority of students, i.e. those who are in the “pass-proceed” group, are not read out or given any consideration at Boards. Potentially Boards could be separated into progression boards and awards boards, with the latter requiring attendance and discussion of student outcomes. It was agreed that this was something that should be considered.</p>
017.064	Resolved	<ol style="list-style-type: none"> 1. Guidance to Assessment Boards to be refreshed (Action: Academic Registrar). 2. That there is training on minute taking (Action: Governance/Registry) 3. Schools provide assurance regarding quorums including: <ol style="list-style-type: none"> a. re-stressing importance of staff attendance as part of job roles; b. restressing the role of AB chair to see results through to sign off within the specified timescales; c. ensuring compositions of Boards are correct; d. ensuring rigorousness of pre-Boards and avoiding unnecessary deferred decisions (Action: Deans/ADLTQs). 4. That there is a review of MITs regulations and procedures (Action: Governance/Academic Quality). 5. There is a review of External Examiner guidelines (Action: Academic Quality and Development).
SFC OUTCOME AGREEMENT		
017.065	Considered	An oral update from the Director of Strategy and Planning on the SFC Outcome Agreement Process.
017.066	Reported	By Ms Hulsen that intelligence received was that targets were likely to be more challenging in the year. These targets were not available as yet but she thought it likely that priority areas for Scottish Government and the Funding Council would be SIMD, student retention and graduate outcomes. The grant letter was expected in February 2018 and the final agreement would be in April.
017.067	Discussion	<p>Members asked what were the challenging areas for GCU. Ms Hulsen responded that student retention was likely to be a key area for GCU.</p> <p>Members were keen to promote greater staff involvement in the outcome agreement process and felt that this would generate useful feedback. Ms Hulsen stated that she would be happy to look at opportunities to speak to colleagues and reminded members that there had been a well-attended event last session. She would be happy to organise a similar event.</p> <p>University widening participation policy and procedure was being refreshed. Some members wondered if graduate/degree apprenticeships would fall within widening participation. The Chair stated that to ensure inclusion of all widening participation student groups, perhaps a change to <i>access and inclusion strategy</i> may better reflect the University's</p>

		commitment and practice.
017.068	Resolved	<ol style="list-style-type: none"> 1. That guidance is circulated to APPC when available; 2. That communications with colleagues on the Outcome Agreement e.g. an Outcome Agreement event, is given further consideration (Action: Strategy and Planning).
CONTEXTUALISED ADMISSIONS POLICY		
17.069	Considered	A review of the University's Contextualised Admissions Policy (APPC17/26/01) .
17.070	Reported	<p>By Ms Fisher that the proposals were aimed at meeting the University's outcome agreement targets and addressing greater competition from within the sector. The proposals, if approved, would be implemented from 2018-19. These were:</p> <ol style="list-style-type: none"> 1. To expand our current policy to include applicants who reside in MD20/40 postcodes and attend any Glasgow City Council school or any SHEP school in Scotland 2. To continue with offering at one grade below the standard offer 3. To undertake conversion activity targeted at this group of offer holders 4. To set up a Contextualised Admissions Working Group in 17/18 to oversee policy alignment with the new Widening Access Strategy and undertake further data analysis to inform updates to the policy for 2019 entry. This group will also review recruitment and conversion of the applicant group. An Action Plan will be agreed by January 2018 with recommendations for 2019 entry ready by June 2018.
17.071	Discussion	<p>One member asked what was happening more widely in the sector. Members were aware of anecdotal accounts of other HEIs dropping their entry requirements to make contextualised offers although another member clarified that it was that entry was dropped to the <i>minimum</i> entry requirement and not below.</p> <p>Members discussed at length the meaning of "minimum" in this context. It was agreed that the most useful definition was that it should be the minimum required to succeed on the programme.</p> <p>Ms Fisher was asked to clarify if care experienced entitled entrants to a contextualised offer.</p> <p>Professor Hilton informed APPC that GSBS had prioritised contextualised admissions and asked if this could be considered across the University as a policy. Some members were concerned about over recruiting and therefore it was felt that statistical modelling on this proposal should be done to inform future discussion.</p>
17.072	Resolved	<ol style="list-style-type: none"> 1. To expand our current policy to include applicants who reside in MD20/40 postcodes and attend any Glasgow City Council school or

		<p>and any SHEP school in Scotland (Action: Admissions)</p> <p>2. That offers can be 1 grade below but pinned at that grade (Action: Admissions)</p> <p>3. There is modelling of the impact of prioritising Contextualised Admissions (Action: Admissions).</p> <p>4. There is modelling of the impact of opening out to ALL schools (Action: Admissions).</p> <p>5. All programmes will state what their minimum entry tariffs are i.e. minimum standard for successful completion of the programme (Action: All Schools to provide for Admissions – Deans/ADLTQs).</p>
APPC: POTENTIAL REARRANGEMENT OF MAY MEETING AND TIMING OF PAPERWORK SUBMISSIONS -		
17.073	Reported	<p>By the Chair that following the Senate effectiveness review and requirements for committee paperwork to be available 2 weeks in advance, there were implications for standing committees scheduling. For the current session the only meeting where this could be a problem for APPC is the 9 May meeting where only 1 week would be available to make amendments prior to Senate. It was therefore proposed to move the APPC meeting to an earlier date to allow for more time. The meeting would still be an am/pm session with break for lunch.</p> <p>The Chair asked members to note that the tight deadlines required meant that it was imperative that any items for APPC must be provided by the deadline for each meeting.</p>
17.074	Resolved	That the 9 May 2018 meeting of APPC be rescheduled to earlier date and commence in the morning (Action: Governance).
GENDER BASED VIOLENCE POLICY		
17.075	Approved	Updates to the University Complaints Handling Procedure and Code of Student Conduct following Senate approval of the Gender Based Violence Policy (APPC17/18/01).
HONORARY DEGREES COMMITTEE		
17.076	Approved	An amendment to the list of Honorary awards to remove Honorary Masters awards (APPC17/21/01).
SHLS –TRANSNATIONAL DELIVERY OF THE PGC MEDICAL ULTRASOUND TO LIFEWAY SPECIALIZED TRAINING CENTER, SHARJAH, UNITED ARAB EMIRATES (UAE)		
17.077	Approved	Proposed renewal and extension of Memorandum of Understanding for the transnational delivery of the PgC Medical Ultrasound to Lifeway Specialized Training Center, Sharjah, United Arab Emirates (UAE) for a further 3 years (APPC17/22/01).
SCHOOL OF HEALTH AND LIFE SCIENCES – MASTER OF PUBLIC HEALTH		
17.078	Approved	An academic case for the programme Master of Public Health (APPC17/23/01).
SCHOOL OF ENGINEERING AND BUILT ENVIRONMENT – PROGRAMME TITLE CHANGE TO MENG MECHANICAL SYSTEMS ENGINEERING		
17.079	Approved	The proposal to change the title of the MEng Mechanical Electronic Systems Engineering to Mechanical Systems Engineering (APPC17/24/01).

SEBE – COMBINED CONCEPT PAPER AND ACADEMIC CASE: MENG FIRE RISK ENGINEERING		
17.080	Approved	A proposal for the programme MEng Fire Risk Engineering (APPC17/25/01) .
SCHOOL OF ENGINEERING AND BUILT ENVIRONMENT – AUDIO PROGRAMMES’ MERGER		
17.081	Resolved	The Merger of BSc Audio Systems and BSc Audio Technology programmes (APPC17/20/01) be approved subject to: <ol style="list-style-type: none"> 1. Evidence of Student support; 2. Evidence of PSRB support; 3. Evidence of College consultation (Programme Team/ADLTQ).
LEARNING AND TEACHING SUBCOMMITTEE		
17.082	Received	<ol style="list-style-type: none"> 1. The confirmed minutes of the meeting held on 16 August 2017 (LTSC17/21/1). 2. The confirmed minutes of the meeting held on 21 September 2017 (LTSC17/30/1)

Ag/appc/|November2017/minutes